

**COMPENSATION BOARD
LIDS ADVISORY COMMITTEE
MINUTES**



Regular MeetingMarch 24, 2005

LocationBlue Ridge Regional Jail
725 Church Street
Lynchburg, Virginia 24504

Members PresentAnne Wilmoth, Compensation Board
Oliver Bradshaw, Compensation Board
Sue Kelly-Graham, Compensation Board
Debbie Hamlet, Blue Ridge Regional Jail
Bruce Folks, Rockingham County Jail
Peggy Gebauer, Roanoke City Jail
Patty Leonard, Rappahannock Regional Jail
Carol Moye, Prince William/Manassas Regional Jail
Karen Day, Danville City Jail
Bobbie Elswick, Gloucester County Jail
Charlie Gray, Virginia Beach City Jail
Carol Perkins, Central Virginia Regional Jail
Felicia Smith, Department of Corrections

VisitorMark Wood, Compensation Board
Brenda Gray, Alexandria City Jail
Linda Richie, Virginia Beach City Jail

AbsentAlice Coe, Compensation Board
James Creech, Virginia Criminal Sentencing Commission
Ron Wise, Alexandria City Jail

I. Opening Remarks

- Sue Kelly-Graham, Compensation Board, thanked Debbie Hamlet for hosting the meeting and providing refreshments.
- Introduced new member Carol Perkins, Central Virginia Regional Jail and Linda Richie, guest from Virginia Beach City.

II. 8-06-04 Minutes

Committee approved – no changes.

III. LIDS Enhancement Updates

Anne Wilmoth reported that the development of the new Constitutional Officers Information Network (COIN) reimbursement system has consumed most of her and her staff's time. Developer staff Melanie Morrison & Craig Giegerich will be back to working on LIDS 7/1/05. Anne Wilmoth recommends that forms requests be sent to her, along with ad hoc data, which are being accommodated as quickly as possible. High priority will be given to the Pre-Trial Report.

➤ **Reconciliation**

- a. **Financial reconciliation** needs to change so they can view details of adjustment-by-adjustment category. *Delayed due to the Forms Maintenance changes which took much longer than anticipated. Needs more LIDS user testing – CIDH. Start date: 7/1/05. Forward to June 2005 meeting.*
- b. **Financial Reconciliation screen enhancement – Alice Coe, Compensation Board.** Committee approved adding a tag to update offenses. *Start date: 7/1/05. Forward to June 2005 meeting.*

➤ **Update Offenses**

- a. **Cindy, Angle, Montgomery County** When updating one offense, give the ability to press Enter and automatically go to the next offense. *Start date: 7/1/05. Forward to June 2005 meeting.*

➤ **Reports**

- a. **Debbie Hamlet, Blue Ridge Regional Jail**, reported that when requesting a report (e.g., List by Reason Confined and List by Reason Released), and press Enter to continue, system requires her to go back to the Forms Maintenance main menu to view a report. She suggested that LIDS be updated to allow viewing reports immediately after pressing the Enter key. *Anne Wilmoth, Compensation Board, will review and move June data into the test (CIDH) region to test the new forms. Anything that has not been completed to date has been put on hold until after January 1, 2005 because of COIN development. Start date: 7/1/05. Forward to June 2005 meeting.*
- b. **VCC Search Report** - Updated to allow wild card search. Requires testing in CIDH. *Start date: 7/1/05. Forward to June 2005 meeting.*
- c. **Possible Error report and the Data Integrity report** - alter so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Committee voted to table this issue until OTN (Offense Tracking Number) is in effect. This issue was tabled indefinitely. OTN standalone query to be developed for sentencing guidelines. *Start date: 7/1/05. Forward to June 2005 meeting.*
- d. **Disposition Report** to be developed in Forms Maintenance – Routine, Reconciliation and Inmate Status reports. *Goal date – on hold. Start date: 7/1/05. Forward to June 2005 meeting.*
- e. **Debbie Hamlet, Blue Ridge Regional Jail** – A new report to capture local responsible and state responsible inmates. The report has been developed and to be placed into production July 1, 2004. If anyone needs this information prior to July 1, 2004, send request via e-mail to Anne Wilmoth. Anne Wilmoth will create an easy-to-manipulate download forecasting database for population and set up a new button to be placed in the LIDS section of the Compensation Board website. Anne will send users the definitions via e-mail some time in August. LIDS Advisory Committee members were asked to look at it and let Anne Wilmoth know how it's working. *Download forecasting database has not yet been developed. Start date: 7/1/05. Forward to June 2005 meeting.*

- f. **Bobbie Elswick, Gloucester County** – ADP Comparison reports, i.e., series of reports that can be developed for extension purposes, and pre-calculated annual ADP report instead of monthly ADP report. Committee approved. *The download forecasting database referenced above will take care of this issue. Start date: 7/1/05. Forward to June 2005 meeting.*
 - g. **Julia Wallenberg, Chesterfield County** – Viewable and downloadable Tuesday reports. Committee approved to leave as is. An ADP (Average Daily Population) version will be developed. *The download forecasting database referenced above will take care of this issue. Start date: 7/1/05. Forward to June 2005 meeting.*
 - h. **Diane Wilson, Rappahannock Regional Jail** – 7/9/04 Email: Requests modification of Pre-Trial Report to include days & count as it appeared on the old Pre-Trial Report. Committee agreed to add back to LIDS as soon as possible. 1/19/05 Email: Requested Pre-Trial reports to include days & count for monthly Jail Board meeting. *Committee agreed that this report modification to be first priority. Start date: 7/1/05. Forward to June 2005 meeting.*
- **Disposition Codes**
- a. **Micah Meadows, Fauquier Co. Jail** – 8/20/03 Email requested new disposition code 'HA' Held by Agreement to identify Held by Agreement inmates who are also Work Release inmates. Anne Wilmoth and Alice Coe will contact someone at the Department of Corrections to obtain a report with JCB and work release inmates, and held by agreement (cadre) inmates, then possibly develop a Forms Maintenance report and possible error. A flag will be added. Anne Wilmoth will contact Department of Corrections to see how long it will take to do it in "soft" form. *Currently DOC's cadre report is in hard copy format. Soft form will be available in the future. **Change Held by Agreement, Reason Confined '70' to allow a Reason Confined Code '26', Work Release and/or Work Release Jail Contract Bed inmates with State Responsible length included. Start date: 7/1/05. Forward to June 2005 meeting. ?????***
- **LIDS Enhancement Updates**
- a. **Ron Wise, Alexandria City** – Re-commit no new charges and non-consecutive days. Can we get the function to accept with just a SSN and/or non-consecutive days entry? Current procedure requires too much information to continue. *Committee agreed – this change to be made as soon as possible. Start date: 7/1/05.*
 - b. **Anne Wilmoth, Compensation Board** – Should LIDS security table be altered to allow multiple LIDS users to certify and approve LIDS reports? (Refer to Pg. 3 of October LIDS Newsletter). Committee agreed that certification/approval authorization be limited to a total of three per facility. And if Sheriff/Superintendent requests more than one person, a letter should be emailed, faxed or mailed to the Compensation Board to be placed on file. *Committee approved. Start date: 7/1/05.*
 - c. **Carol Moye, Prince William/Manassas Regional Jail** – 8/6/04 meeting: Requested a Batch File Layout change for ethnicity. *Committee approved. Start date - 7/1/05.*
 - d. **Jeanne Frink, Page County** – 6/04/04 Email: Requested that LIDS be updated to allow viewing & printing of a particular range (i.e., by year) of adjustments instead of one at a time. *Start date: 7/1/05.*
 - e. **Major Harry Wyatt – Piedmont Reg. Jail** – 7/16/04 Email from Sue Kelly-Graham via Hazel Boatwright: Requests that LIDS be updated to produce a message in Commitment Maintenance when users enter required Country of Birth/Country of Citizenship fields. Committee agreed that if the fields are left blank, U.S. is assumed. *Committee approved that a new Foreign Born report be created to search for Country of Citizenship. Start date: 7/1/05.*

IV. Forwarded/Continued from Last meeting

- **Ron Wise, Alexandria City** – 8/19/03 Email: Is it possible for LIDS to be updated to allow updating multiple confinements in LIDS using a pick list? Committee agreed that this should be an adjustment piece. A new option will be developed and added to LIDS to allow multiple adjustments. Charlie Gray, Ron Wise, and Bruce Folks volunteered to work with Anne Wilmoth on this. This is also a training issue. Anne Wilmoth and Bill Copley will write the analysis/requirements to do this, and will submit the analysis to Committee by April 1. Anne Wilmoth suggested that this feature be restricted to the adjutor, certifier, and/or approver. Bruce Folks agreed to fax hand out to Alice Coe. Anne Wilmoth will prepare analysis for the March meeting. *Committee agreed that this is not needed.*

- **Anne Wilmoth, Compensation Board** – 8/6/04 meeting: Requested to discuss new ADP report at May meeting. Anne was not in attendance at May 13 meeting. Anne Wilmoth will create easy-to-manipulate download forecasting database for population and set up a new button to be placed in the LIDS section of the Compensation Board website. Anne will send users the definitions via e-mail some time in August. LIDS Advisory Committee members were asked to look at it and let Anne Wilmoth know how it's working. *Download report has not been done. Users were asked to request reports on an as-needed basis.*
- **Carol Moye, Prince William/Manassas Regional Jail** – 3/30/04 Email: Why is LIDS only capturing SR inmates? Carol will email a situation to Oliver Bradshaw, Compensation Board. LIDS Advisory Committee members were asked to email issues concerning Reason Confined Codes 81 & 82 to Oliver Bradshaw and cc: Anne Wilmoth, Alice Coe and Sue Kelly-Graham. Anne Wilmoth requested that LIDS Advisory Committee members send correspondence to her and Alice Coe when these situations occur. 8/6/04 – Carol Moye asked if an inmate going into treatment program for 6 months and pending reconsideration RC 81 until they finish program, then RC 82 until the reconsideration—sentence determines Local Responsible (LR) or State Responsible (SR). Members were again asked to send correspondence to Anne Wilmoth and/or Alice Coe when situations occur. *Carol Moye reported that this issue has been worked out, not needed, and resolved on local level.*
- **Lt. Jeanette Rush, Albemarle/Charlottesville Reg. Jail** – 7/27/04 Email: Request to add a Routine report in Forms to flag or enter any particular date to get updated information on the Tuesday Report. *The download forecasting database referenced above will take care of this issue. Download database has not been done. Start date: 7/1/05.*
- **Oliver Bradshaw, Compensation Board** – Suggested that LIDS users provide standardization of financial reconciliation of what auditors can use. *Committee determined that this is inappropriate & the issue has been dropped.*
- **Anne Wilmoth, Compensation Board** – Requested to discuss automatic jail credits at next meeting. Anne will need users to audit Jail Credit forms. *Defer to November 2005 meeting.*

V. New Pre-planned Issues

- **Julia Wallenberg, Chesterfield Co. Jail** – 8/12/04 Email: Disposition 'SS' – Sentence Suspended – should it be disregarded as of disposition date? *Change from sentenced to disregard charge as of disposition date. Article to be included in April Newsletter. Goal date: 4/15/05.*
- **Debbie Hamlet, Blue Ridge Reg. Jail** – 9/07/04 Email: The capability to edit the date and time in the DNA Sampling Tracking System. *Committee agreed that this cannot be done because it puts the data out of synch with Forensic Science.*
- **Lana Oatman, Arlington Co.** – 9/30/04 Email: Parole violation coding. *Reason Confined Code '11', Awaiting parole revocation hearing should be utilized. Oliver Bradshaw stated that facilities should be given 30 days to make changes to their jail management systems; this practice to go into effect no later than 5/1/05. Article to be included in April Newsletter.*
- **Lana Oatman, Arlington Co.** – 10/20/04 Email: Commitment Date & Time in LIDS – should we use magistrates' date & time stamp or the time deputy signs for inmate? *Committee agreed that this is a local issue and varies from jail to jail, and should be documented in each facility's policies & procedures.*
- **Lana Oatman, Arlington Co.** – 10/22/04 Email: VCC Codes – On direct indictment when wording of the charge does not match VCC code supplied by the Court, do you go by supplied VCC code, the wording of the order, or give back to the court to fix the discrepancy. *Committee agreed that LIDS users should go with what is correct, and, if possible, have Court correct it.*
- **Lana Oatman, Arlington Co.** – 12/07/04 Email request to add Reason Confined Code 60 in LIDS to detect detainers. *Committee agreed that this is not necessary. The 'Detainer' field should be used. This is a local issue; each jail is responsible for updating their jail management systems.*
- **Kim Hopkins, Pamunkey Reg. Jail** – 10/08/04 Email: Attorney General Jerry Kilgore Transportation Order to Virginia Center for Behavioral Rehabilitation. *Committee agreed that Reason Confined Code '35', for court appearance to serve as a witness (DOC Inmate) – no pending charges - should be utilized. Contact Virginia Criminal Sentencing Commission to provide correct PRI offense code for violent sexual predators.*
3/25/05: When Compensation Board members returned to office 3.25.05, it was decided that a new Reason Confined Code '38', Violent Sexual Predators should be added to LIDS effective 7/1/05.
- **Anne Wilmoth, Compensation Board** – 8/06/04 meeting: Requested to discuss Jail Contract Bed data delays from Dept. of Corrections at March 2005 meeting. *Anne Wilmoth requested that issue be dropped. Defer to 7/1/06????*
- **Susan Chappell, Sussex Co. Jail** – 10/14/04 Email: Add disposition code that addresses 'first offender' status. *Committee agreed that 'UA', Under Advisement, Disposition code should be used. Article to be included in April 2005 Newsletter.*

- **Denise Funk/Mary Hodges, Middle Peninsula Reg. Jail** – 11/01/04 Email: Jail Contract Bed (JCB) inmates not on Work Release. *Committee agreed that Reason Confined Code '20', Serving Sentence be utilized. Jail Contract Bed inmates not on work release have always been coded as '20'.*
- **Carol Perkins, Central Virginia Reg. Jail** – 10/22/04 reminder Email from Sue Kelly-Graham: Request to add disposition 'AC' (Appeals Convicted.) Disposition 'AP' (Appealed) is incompatible with Reason Confined Code '14' – convicted but not yet sentenced. *Committee agreed that 'AP', Appealed, Disposition code should be changed to work with both convicted and sentenced reason confined codes. Change will be made effective 4/15/05. Article included in April Newsletter.*
- **Mark Wood, Compensation Board** – 11/10/04 Email: Requests that a Possible Local Ordinance verses State Misdemeanor Report be developed and added in LIDS. Mark continues to receive requests monthly to provide this information. *Committee agreed that report is necessary. Report to be developed after 7/1/05.*
- **Deanna Bray, Fairfax Co.** – 12/21/04 Email: Requesting that LIDS allow Reason Confined Code 14 (Convicted, but not sentenced - Post-Trial) with Release Reason Code 49 (To Pre-Trial Services Program), as they are seeing cases where defendants are being allowed to bond with supervised release while awaiting their sentencing date. *Committee agreed that this is unnecessary & a local issue.*
- **Patty Leonard, Rappahannock Reg. Jail** – 1/31/05 Email: Supreme Court did not set up their codes for local ordinances; receiving the committal for state misdemeanor and the warrants are ordinances. *Anne Wilmoth will check with Supreme Court. Forward to June 2005 meeting. Anne Wilmoth reminded members that ADP does not include ordinance violators. Jails can bill up to \$8 per inmate day, but State does not reimburse. Article to be included in April Newsletter.*
- **Karin Youngblood, Blue Ridge Reg. Jail** – 2/08/05 Email: Suggestion to add Alias Names alert flag in Commitment Maintenance. *Committee agreed. Change will go into effect 7/1/05 for **online** jails. It is too late for batch jails to send change to jail management vendors to make changes effective 7/1/05. Change for batch jails effective 7/1/06.*
- **Ron Wise, Alexandria City** – 2/15/05 Email: How do I record an inmate who was administratively discharged from Parole on LIDS? *Committee agreed to add new 'AD', Administratively Discharged, Disposition code – to be sentenced – disregard charge as of disposition date effective 4/15/05. Article to be included in April Newsletter.*
- **Ron Wise, Alexandria City** – 2/24/05 Email: Suggests adding section in LIDS Users Guide for answers to common questions in the form of screen prints. *Committee agreed to defer to June 2005 meeting.*
- **Reginald Tinsley, Richmond City** – 2/22/05 Email: Requests more detailed Pretrial Report – add seven (7) categories to Option 4, Pretrial Monthly Statistics. *Committee agreed to defer to November 2005 meeting.*
- **Reginald Tinsley, Richmond City** – 2/22/05 Email: Disposition Code 'FI' - Fined – Can you revisit the determining factors for “disregarding the disposition as of the disposition date” and necessity to do so? *Committee agreed to defer to November 2005 meeting.*
- **Reginald Tinsley, Richmond City** – 2/22/05 Email: We need the ability to update dispositions to 'BS' – Balance Suspended and not lose the current pay status due to a change in the disposition date. *Committee agreed to defer to November 2005 meeting.*
- **Reginald Tinsley, Richmond City** – 2/22/05 Email: We need a new disposition code to represent that a purge clause sentence has been satisfied. It should be a sentenced disposition. *Committee agreed that this is unnecessary. Release Reason Code 18, Court Order, should be utilized.*
- **Charlie Gray, Virginia Beach** – 3/02/05 Email: Entering all charges into local JMS's to include other jurisdictions. Requests clarification of this issue in the LIDS Users Guide. *Anne Wilmoth will survey other jails, to find out: the legal ramifications; audit perspective: what have we been doing, and what we should be doing; work towards creating better working relationships between jurisdictions. Forward to June 2005 meeting.*
- ✓ **Richard Hudson, Franklin County** – 3/15/05 Email: VCC codes used by magistrates, then subject goes through legal process & clerks, courts use different VCC code. *Anne Wilmoth will get with the Supreme Court. Forward to June 2005 meeting.*

VI. 2004 LIDS Conference Results

- Sue Kelly-Graham, Compensation Board, distributed the LIDS Conference Survey Results Report and briefly reviewed results.

VII. 2005 LIDS Conference Planning & Suggestions

- Sue Kelly-Graham reported:
 - ✓ Bid letters have been mailed by Pamela Bradley, Training & Development Coordinator, to three Richmond hotels.

- ✓ The Annual LIDS Conference is being planned and will be held September 21 & 22, 2005. Based upon the survey results from the 2004 LIDS Conference, it will again be held in Richmond. The location will be released in upcoming LIDS Newsletters. Funding has been approved to allow all LIDS technicians and one back-up technician, as well as LIDS Advisory Committee members to attend. Attendance at the LIDS Conference will be counted as a regular 7-1/2 hour Basic LIDS training. Therefore, LIDS Technicians who are due to attend Basic LIDS training for re-certification between June 2005 and September 2005, based on the 24-month training requirement, will NOT be required to attend our normal Basic LIDS training in Richmond if they attend the 2005 LIDS Conference. Registration begins June 30, 2005 on the Compensation Board website <http://www.scb.virginia.gov> and ends August 15, 2005.
- Tentative Agenda – Speakers:
 - Department of Corrections – Inmate Intake, Jail Contract Bed Program, Time Computation
 - Secretary of the Commonwealth – Extraditions/Fugitive Warrants, Interstate Agreement on Detainers
 - Secretary of Public Safety – Prison & Jail Population Forecasting
 - Dept. of Criminal Justice Services – Legal Updates
 - Supreme Court of Virginia – Magistrates: VCC's & Offense Tracking Numbers
 - Jail Records Supervisors – How their jail records office is set up for better communication with LIDS Technicians
 - Compensation Board – Legislative Updates, LIDS Enhancements, LIDS New Disposition codes. Audit issues: most frequent errors, record retention, HEM Confinements, Financial Reconciliation, Scanned records, and audit forms
 - LIDS Advisory Committee – Question & Answer session

VIII. LIDS Advisory Committee Requirements

- Review current criteria. *Deferred to June meeting.*

IX. Deferred Issues

➤ Committee Recommendations

- Sheriff Beth Arthur, Arlington County, (letter 11/19/04) recommends Lana Oatman. *Deferred to June 2005 meeting.*

X. New Issues

- Committee agreed during meeting that a new disposition code is necessary for inmates with mandatory sentence lengths. *'ML', Mandatory Length, Disposition code will be added to LIDS to be used when individual will serve more than 50% of misdemeanor sentence. Examples: mandatory minimums and summary contempt when inmate will serve 100% of misdemeanor sentence time. To be added to LIDS as soon as possible. Article to be included in the April Newsletter.*
- Karen Day, Danville City – 3.24.05 meeting: Auditors want people committed to jail booked within 4 hours of time on committal. Potential time-lag between the committal order from the magistrate and the actual booking in time or signature time by the booking officers.
3.28.2005: Mark Wood email response to Karen Day: What Oliver was saying is that jailers who signed a committal document receiving someone into jail and then did not record inmate into the local jail management system or LIDS for more than four hours later may be exposing the sheriff to unnecessary liability. If we noted that this is occurring during an audit we would probably ask why it took so long because it may be something jail management needed to be aware of. The problem with not booking them into the jail in a timely manner is that the Sheriff may lose housing per diem especially when the booking occurs around midnight.
- Several members suggested that the Table of Contents in the LIDS Users Guide be restructured as it is currently too broad. *Carol Moye, Pr. William/Manassas, Oliver Bradshaw & Mark Wood, Compensation Board volunteered to make suggestions to revise the current Table of Contents.*

XI. Discuss Future Quarterly Committee Dates

- May, 2005 - Committee agreed to hold the next meeting in June 2005
 - ✓ *Patty Leonard, Rappahannock Regional Jail, volunteered to hold meeting - will wait for Compensation Board to let her know the date so she can check on hotels in Fredericksburg.*
 - ✓ *Carol Perkins, Central Virginia Regional Jail volunteered to hold meeting, also.*

XII. Issues Tabled Indefinitely

- Sentence Length Within Sentence Guidelines analysis and program revisions.